

DPFS Report to Union Council – January 2021

Sam Lee

Summary:

- Sponsorship Contracts
- Director of Finance Recruitment
- UCH Redevelopment Project

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
2%	25%	55%	25%	8%

My third individual report to Council report of the academic year 2020-21. The end of last term, I was focused on signing all sponsorship contracts and was involved in recruiting the Union's new Director of Finance & Resources. So far this term, my priority has been on clearing my refunds backlog, due to sponsorships being prioritised at the backend of last term.

Updates:

- CSP Admin – Again, a large proportion of my time has been around signing contracts and manually doing refunds for CSP shop products (which are still numerous given COVID and the backlog from last year). Refunds of duplicate Imperial Athletes memberships.
- Sponsorship Contract review – I have undergone a process with SSB to start a sponsorship contract review, I will be taking a paper to Finance & Risk at the beginning of February for ratification of a new proposal for how sponsorship contracts are reviewed.
- Refunds review – Refunds are currently not defined in the Union's financial procedures, and I will be working to have a better process included for refunds.
- 568 – We worked hard to enable 568 to open over the Christmas period, which we managed to do for less than a week before the government guidance changed.
- Health & Safety Policies – Have been working with Head of Membership Services and the Venues & Operations Manager to set out work to update our Health & Safety policies.
- 'Hello 2021' Planning – I have been working to help support planning and events for 'Hello 2021'.
- User Groups – I have created a proposal document for how the Union's user groups should fit into the governance structures and how they should function, I have also pulled together a working group to discuss these ideas with.
- UCH Redevelopment project – I have been working closely with the student stakeholders to develop a clear plan to take to College, so they can deliver this project effectively. There have been a few complications, but College have taken the ownership of the project from an external client which allows us to have better oversight and communications.
- DPFS Role review – Have been working with Abhijay to complete a role review for the DPFS (again), I have created a draft rewrite of the 'Job Description' clauses for the DPFS in the bye-laws and have consulted members of SSB and members of the leadership team, with the aim to have these approved at next week's Council meeting.
- CSP Annual Budgeting – I have been working with Ross to develop a plan for CSP annual budgeting.

Upcoming:

- CSP Annual budgeting process
- Commercial Services review process initialisation
- Hiring a Systems Developer
- Working with Abhijay, Managing Director and Director of Finance to create a sustainable financial model of the organisation.

Where am I with my Objectives?

1. Conduct a Commercial Services review
 - I have undergone a Commercial Services SWOT analysis
 - We will be kicking off the full Commercial Services Review working group in early February which will start pushing this project forwards at a faster rate
2. Develop a framework for the User of the Union building for CSPs
 - This has taken a backseat whilst we sought out storage issues with the current building
 - I'm hoping to pick this project up towards the end of this term
3. Review and change CSP processes, policies and services
 - I have initiated a Sponsorship contract review
 - I have been contacting eSignature companies to create a faster, more streamlined process for signing of sponsorship contracts. This will likely be in place for the next academic year.
 - I have spoken to the Student Opportunities & Development team about handing over the bulk work of refunds and sponsorship contracts, they are on board and will be passed over this term.
 - I am looking at writing a refunds process into the financial procedures document
 - I have been working with the Student Opportunities and Development Manager to start a process of implement a CRM system for the organisation.
4. Provide a better Union presence/ space on other campuses
 - Work on the White City campus has taken a backseat under COVID
 - I am working with Abhijay to involve myself in College discussions around White City
 - I spoke with ICSMSU Exec at the end of last term around Reynolds' bar, and this has kicked off some work on ensuring that space can be better utilised and how we can do better as a Union to ensure the space is run and managed to the best ability for students.
5. See through the Union Concert Hall redevelopment project
 - I have been having weekly meetings with student stakeholders to understand what they want out of this project
 - I am organising a Concert Hall Users' group meeting to discuss these plans
 - I have had multiple meetings with College's project team in charge of this project to ensure we get the best out of this project